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MARINE CORPS ORDER 1001.52H W/CH 1-2

From: Commandant of the Marine Corps
To: Distribution List

Subj: ACTIVE RESERVE (AR) SUPPORT TO THE RESERVE COMPONENT (RC)

Ref: (a) SECNAVINST 1200.1
(b) SECNAVINST 1900.7G
(c) MCO 1001.45F
(d) MCO 1900.16E
(e) MCO P1553.4
(f) MCO 6100.10B
(g) MANMED
(b) MCO P1040R.35B
(i) DoD Dir 1205.18
(j) MCO 1040R.10J
(k) MCO 1326.6B
(l) MCO P1300.8R
(m) SECNAVINST 1920.6A
(n) MCO 1130.63C
(o) DoD Dir 1332.29
(p) DoD Dir 7000.14R
(q) MCO P1080.40
(r) MCO 5311.1B

1. Purpose. To prescribe policies and procedures in accordance with reference (a) pertaining to the selection, assignment, retention, and administration of Marine Corps Reserve (MCR) personnel who provide full-time, active duty support to the Reserve Component (RC) within the Total Force Marine Corps.

2. Cancellation. MCO 1001.52G.

3. Statutory Authority. Per Title 10, United States Code (U.S.C.), Active Reserve (AR) personnel are authorized to assist in organizing, administering, recruiting and retaining, instructing, and training members of the MCR.

4. Summary of Revision. This directive has been reformatted and contains substantial changes. The major changes to this directive are:

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- a. References. Reference to ALMAR 179/94 deleted. Added references (c) MCO 1001.45F, (n) MCO 1130.63C, and (q) MCO P1080.40.
- b. Paragraph 5c(5). Defines Career Force Billets.
- c. Paragraph 6a. Clarifies the Purpose, Functions and Basic rules for AR structure to facilitate the integration of the MCR in the Total Force.
- d. Paragraph 6c. Personnel Policy. Active Component (AC) officers offered AR opportunities from the Officer Retention Board.
- e. Paragraph 6c(4). Career designated enlisted personnel will be assigned an Expiration of Active Service (EAS) date to correspond with their Expiration of Current Contract (ECC).
- f. Paragraph 6c(4)(a). AR enlisted Marines must have 24 months remaining on their EAS/ECC to execute Permanent Change of Station (PCS) assignment orders.
- g. Paragraph 6d(1). Clarifies AR separate promotion categories.
- h. Paragraph 7a(1). Clarifies requirement for AC officers to resign their Regular commission and accept a Reserve commission to be eligible for the AR program.
- i. Paragraph 7d. Clarifies eligibility of SMCR direct commission officers for the AR program.
- j. Paragraph 8a. Added information on periodic publication of AR requirements, application procedures, standing boards and notification letters.
- k. Paragraph 11. Added policy on the AR FMF tour program.
- l. Paragraph 12c. Clarifies policy on retention in the RC for enlisted Marines who have completed 18 qualifying years.
- m. Paragraph 12e. Clarifies policy on release from active duty of non-career designated AR officer and limited tour AR officers at EAS.
- n. Paragraph 12f. Clarifies policy on release from active duty of AR colonels who desire to compete for promotion to the general officer grades.

o. Paragraph 12a. Clarifies policy on company grade officers and warrant officers twice failed of selection for promotion.

p. Paragraph 12k. Establishes policy on early release from the AR program.

q. Paragraph 13. Establishes policy on field grade officer selective early release from active duty (SERAD) boards.

r. Paragraph 14. Establishes policy on enlisted retention beyond 20 years of active federal military service.

5. Definitions

a. Active Duty. Full-time duty in the active military service of the United States. A general term applied to all active military service with either the Active or Reserve Component (See 10 U.S.C. § 101(d)(1)).

b. Active Duty Orders. Orders issued by the Commandant of the Marine Corps (RAM) ordering a reservist to active duty under 10 U.S.C. § 10211, 12301(d), and 12310 to fill an AR billet.

c. AR Billets

(1) Title 10 U.S.C. § 10211 Billets. Billets established under this section will be located at the seat of government, or within Headquarters, U.S. Marine Corps, or at headquarters of major commands where organizational missions include responsibility for Reserve affairs. Reservists occupying these billets will be designated as members of the respective staffs with assigned duties requiring participation in preparing and administering the policies and regulations affecting the MCR.

(2) Title 10 U.S.C. § 12301(d) and 12310 billets. Billets established for the purpose of organizing, administering, instructing, training, or recruiting for the MCR component.

(3) Vacant Billet. A billet that is authorized and funded, but to which no AR Marine is currently assigned.

(4) Career Designation. Designation of career force status for Marines on the AR program who, through competitive advancement, may earn a military retirement after a minimum of 20 years of active federal military service. Career designated personnel will fill AR career force billets.

(5) Career Force Billet. AR billets requiring grades and MOS's established in sufficient quantities that are grade shaped under guidelines similar to the Active Component (AC). AR billets that are filled by career designated personnel, and by those reservists on initial contracts who will be offered the opportunity to request career designation when announced by the CMC (RA). These billets are part of a career path in the AR program. Career force billets will allow reservists to progress through positions of increasing responsibility and skill requirements appropriate to the grade held.

(6) Limited Tour Designation. Designation given to reservists on the AR program who are contracted to fill a specific AR billet, for a set length of time, and for which no career path can be developed.

(7) Limited Tour Billet. Limited tour billets do not have a career path and cannot be grade shaped. These AR billets will be filled by limited tour personnel.

d. AR Program. A program made up of reservists on full-time active duty for more than 180 consecutive days, funded from the Reserve personnel appropriation for the purpose of providing support to the RC under the provisions of 10 U.S.C. § 10211, 12301(d), and 12310. Reservists on active duty with the AR program are members of the Selected Marine Corps Reserve (SMCR).

e. Incumbent. An officer or enlisted reservist selected to the AR program, currently on active duty, and assigned to an AR billet. There are three types of AR incumbents: career incumbents; limited tour incumbents; and initial tour incumbents.

(1) Career incumbents are incumbents who have been career designated.

(2) Limited tour incumbents are incumbents contracted to fill specific AR billets for which no career path can be developed.

(3) Initial tour incumbents are incumbents who are filling Career force billets who will be eligible to request career designation.

f. New Applicant. An officer or enlisted Marine, not currently on the AR program, who applies for AR assignment.

g. Selectee. A new applicant who has been selected for accession in to the AR program to fill funded requirements only.

h. Unqualified Request to Remain on Active Duty. An optional statement, submitted in the application process for selection to the AR program or requesting career designation, specifically stating that any AR billet assignment commensurate with the member's pay grade/MOS will be accepted. This statement is essential to establishing eligibility for separation pay per reference (b).

6. Policy

a. Purpose Functions and Basic Rules for Structure. The purpose of the AR program is to facilitate the integration of the MCR in the Total Force. The AR program will not be used as a substitute for manning AC shortfalls or to replace AC Inspector-Instructors assigned to SMCR units. However, RA and MM maintain the flexibility to exchange Active Component and Active Reserve billets as an interim means of overcoming experience and skill deficiencies with either component. The program will be structured to facilitate the mobilization of the MCR by performing the following functions:

(1) Organizing, preparing, and administering policies and regulations affecting the MCR.

(2) Training and instructing the MCR.

(3) Recruiting and retention for the MCR.

(4) Administration of MCR personnel.

b. Commanders who exercise administrative control of AR service records will revalidate all AR billets biennially using the foregoing functions as the basis for justification.

c. Personnel Policy. Application to the AR program will be submitted per published Marine Corps Bulletins in the 1001R series and this Order. Successful applicants will normally be ordered to active duty with their consent under 10 U.S.C. § 12301 for an initial 3-year period, subject to the needs of the Marine Corps. Per reference (c), officers in the AC who apply to the Officer Retention Board (ORB) requesting augmentation may be considered for assignment to the AR program, unless they specifically state in their application that they do not desire to be considered.

(1) An individual selected to fill a limited tour billet will not be awarded an active duty contract of a duration that allows a Marine to achieve or exceed 17 or more years of active federal military service. An individual filling a limited tour billet will not be authorized a second consecutive tour in a limited tour billet.

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With sufficient justification, a limited tour contract may be extended once for 1 year by the CMC (RA).

(2) Incumbents filling career force billets will be offered the opportunity to be considered for career designation. Initial tour incumbents will be offered at least one opportunity to be considered for career designation, normally after completion of the first year of their contract. Incumbents who are not career designated will be released from the program at the end of their EAS.

(3) Career designated officers will be assigned an indefinite Expiration of Active Service (EAS) and will be retained on the AR program consistent with Marine Corps requirements, strength limitations, and applicable statutory provisions and service policy.

(4) Career designated enlisted personnel will be assigned an EAS that corresponds to their Expiration of Current Contract (ECC) for the following reasons:

(a) Marines subject to a PCS assignment must be eligible to reenlist for a sufficient period of time to complete at least 24 months in the new permanent duty station (PDS). The old PDS will ensure that the Marine executing the PCS has been obligated to the contractual service needed prior to transfer. This information will be reported in the Marine Corps Total Force System (MCTFS) prior to transfer.

(b) Retirement eligible Marines whose retention is inconsistent with the needs of the Marine Corps, AR strength limits, and applicable statutory provisions or service policy may be denied reenlistment. They may then request retirement per reference (d).

(5) Career designated enlisted personnel will request reenlistment via the Career Planning Management System-Reserve (CPMS-R). Reenlistment must be requested at least 6 months and no earlier than 12 months prior to ECC. Units will ensure a copy of the [DD Form 4](#) is forwarded to the Director, Marine Corps Support Activity (MISSO-17), 1500 East Bannister Road, Kansas City, MO 64197, for input into MCTFS.

(6) Non-career designated enlisted personnel will be assigned an EAS from CMC (RA). Commanders are **not authorized** to extend the assigned EAS without written authority from this Headquarters.

(7) Commanders are required to ensure all enlisted personnel remain under a valid Marine Corps Reserve contract/extension, to include the unit diary action required to update a Reserve ECC. This contract/extension will cover the entire period of the Marine's EAS. (Note: Ensure the proper TTC is used when reporting ECC's to MCTFS, use TTC: 004 002 for career designated Marines and TTC: 004 001 for non-career designated Marines.)

d. Promotion Policy

(1) General. Officer and enlisted AR members will compete for promotion in separate competitive categories. AR members will only compete against other eligible AR members for promotion selection and not against members of the AC, SMCR, or Individual Ready Reserve (IRR).

(2) Officers. Section 12011 Title 10 U.S.C. sets specific strength limitations for the AR program. In order to properly manage those strength limitations section 14311 Title 10 U.S.C. further specifies that it may be necessary to delay the promotion of an AR officer if necessary to ensure compliance with those strength limitations. In this regard, AR officers selected to the next higher grade will have their promotions delayed, if such promotions would cause the AR program to exceed statutory limitations of 30 colonels, 90 lieutenant colonels or 140 majors, at the time of promotion. The delay will expire when it is determined that the delay is no longer required to ensure compliance. Per Title 10, the date of rank of an officer whose promotion was delayed will be retroactive to the date that officer would have been promoted originally. That officer will receive back pay and allowances owed from the date of the new grade held.

(3) Staff Non-Commissioned Officer. A Staff Noncommissioned Officer (SNCO) selected for advancement by the annual AR SNCO Selection Board will be promoted the first month following the approval of the board results, except those selected to the grade of master sergeant or master gunnery sergeant. Marines selected to those grades will be promoted as AR vacancies occur, according to seniority in grade. This will ensure that the number of AR Marines serving in those grades does not exceed the statutory limits of 20 master gunnery sergeants and 94 master sergeants. Per Marine Corps policy, the date of rank of AR master gunnery sergeants and master sergeants will be the first day of the month in which they are authorized to be promoted.

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e. Date of Rank (DOR) adjustment for enlisted Marines joining the Active Reserve (AR) Program. The DOR for all enlisted AR accessions will be adjusted as defined below.

(1) Prior active component Marines, the following rules apply:

(a) Marines who have been discharged from the active component 89 days or less retain their current DOR.

(b) Marines who have been discharged from the active component 90 to 180 days retain half time in grade from DOR.

(c) Marines separated from the active component more than 180 days prior to accession into the AR, refer to the following paragraph.

(2) Reserve component Marines (SMCR/IRR), the following rules apply:

(a) Reserve staff sergeants with less than 8.5 years of active service, DOR will be the date of accession to the AR program.

(b) Reserve staff sergeants with more than 8.5 years of active service retain half time in grade from DOR.

(c) Reserve sergeants with less than 4 years of active service, DOR will be the date of accession into the AR program.

(d) Reserve sergeants with more than 4 years of active service will retain half of their TIG.

(e) Reserve corporals with less than 2 years of active service, DOR will be the date of accession into the AR program.

(f) Reserve corporals with more than 2 years of active service, will retain half of their TIG.

(g) Reserve lance corporals and below DOR will be the date of accession to the AR program.

(3) Reversion of status. If a Marine was accessed to the AR with an adjusted DOR and is subsequently released from the AR, without being promoted or reduced in rank, the Marine will have their original DOR restored upon such release.

7. Qualifications

a. To be eligible for the AR program an individual must:

(1) Be a member of the MCR, or be a member of the AC within 6 months of EAS. AC officers, (component code 11), whose EAS/ECC reflect indefinite in MCTFS must resign their regular commission and accept a Reserve commission prior to being eligible for consideration for AR.

(2) Have completed or be enrolled in the Professional Military Education (PME) requirements per reference (e) for the grade held.

(3) Meet height and weight standards prescribed in reference (f).

(4) Have experience, training, education, and expertise commensurate with grade and military occupational specialty (MOS).

(5) Not be in receipt of retainer/retired or disability pay for service with any of the Armed Services.

(6) Not exceed the following age for the grade indicated on initial application unless specifically waived by the CMC (RA):

<u>Grade</u>	<u>Age</u>
Major	39
Captain	34
Lieutenant	28
Chief Warrant Officer 2/Warrant Officer	39
Staff Sergeant	35
Sergeant and below	31

(7) Pass the prescribed physical examination established by reference (g).

(8) Not be in any of the below listed categories prior to selection for active duty in the AR program:

(a) Qualified for limited duty only (medically restricted status).

(b) Hospitalized, or undergoing drug or alcohol rehabilitation.

(c) On sick or convalescent leave.

(d) Awaiting appearance before a physical evaluation board.

(e) Awaiting final action on the recommended findings of a physical evaluation board or medical board.

(9) Enlisted applicants must meet all the current prerequisites for reenlistment in the MCR as established by reference (h) and must extend or reenlist to fulfill an AR assignment before AR orders are executed.

b. To be eligible for assignment to an AR program career force billet, an individual must:

(1) Normally, be in the grade of captain and below for unrestricted officers, chief warrant officer 2 and below for warrant officers, and sergeant and below for enlisted personnel, based on the needs of the Marine Corps.

(2) Be able to complete 20 years of active federal military service before reaching 30 years commissioned service for officers, 30 qualifying years for warrant officers and chief warrant officers, and 30 total years of service for enlisted personnel.

(3) Not exceed 60 years of age prior to reaching 30 years commissioned service for officers, 30 qualifying years for warrant officers and chief warrant officers, and 30 total years of service for enlisted personnel per reference (d).

(4) Be able to serve at least 5 consecutive active duty years before attaining eligibility for military non-disability retired or retainer pay per reference (i).

c. To be eligible for assignment to an AR program limited tour billet, an individual must:

(1) Hold or be one grade junior to the military grade specified for the billet to be filled.

(2) Not exceed age limits per paragraph 6a(6) above.

(3) Be qualified in the particular MOS required.

d. Per reference (j), reservists who receive an SMCR direct commission must agree to affiliate and satisfactorily participate with an SMCR unit for three years following their commissioning. These reservists are not eligible to apply for the AR program until they complete this participation requirement.

8. Application

a. The CMC (RA) will periodically publish AR grade and MOS requirements. Applications to join the AR program may be submitted to CMC (RAM) at any time during the course of the year using the format provided with the published requirement. Applications will be considered by CMC (RAM) by a standing board consisting of members stationed at HQMC and Marine Forces Reserve. Selectees will be notified of their selection status and possible assignments. Non-selects will be notified via separate correspondence normally within 120 days after completion of the selection board.

b. The demands of independent duty assignments are such that enlisted Marines applying for selection to the AR program in this capacity should be made aware of the appropriate portions of reference (k). Individuals applying for those billets will be interviewed by their commanding officers. The commanding officer will utilize and complete enclosure (2) or (3) of reference (i) during the interview, and the Marine will forward the completed enclosure as part of the application.

9. Endorsements. Each applicant must obtain an endorsement from their immediate commander/officer-in-charge, or site commander in the grade of captain or above. For members of the IRR, the lack of an endorsement will not be a detriment.

a. Recommendations based on personal interviews are strongly encouraged. The following will be included in the recommendation:

- (1) Recommended with enthusiasm;
- (2) Recommended with confidence;
- (3) Recommended with reservation; or
- (4) Not recommended.

b. Specific justification must be included in the case of a Marine who is recommended with reservation or not recommended.

10. Assignment Process

a. Reference (1) will be used for general assignment guidance. Billet assignments and tour lengths in the AR program will be made by the CMC (RA) based on the following priorities (listed in order of preference):

- (1) Needs of the Marine Corps;
- (2) MOS/billet variety;
- (3) Availability of the individual;
- (4) Seniority; and
- (5) Individual preference.

b. Assignments for personnel accepting their initial contract will normally be accomplished within 90 days of selection.

c. Assignments for incumbents will be made by the CMC (RA). Incumbents can generally expect to remain in a geographic location 3-5 years before receiving permanent change of station orders.

d. Incumbents should indicate their future duty assignment preferences in block 10b of the NAVMC 10835 (Fitness Report form). Communication (via ltr/E-mail/MTF MSG) with the AR Officer and Enlisted Monitor Sections at HQMC is encouraged during this process. Additionally, Career Planners will indicate duty station preferences for incumbent AR enlisted personnel when requesting reenlistment via the CPMS-R.

11. AR FMF Tours. The purpose of the AR FMF tour program is to enhance the professional abilities of AR Marines with short-duration training assignments to FMF units/organizations. AR FMF assignments will be based solely on the needs of the AR program. It is not intended as a means to fill FMF unit/organization staffing shortfalls. Assignments will not be tied to MARFOR staffing requirements. Assignments will normally be made at the major subordinate command level (Division/Wing/FSSG) for further assignment to regiment, group, squadron, or battalion. By exception, after prior coordination, assignments may be made to MEF level staffs.

a. Eligibility. AR officers and enlisted Marines considered for an FMF training tour will meet the following general criteria:

(1) Officers

(a) In the grade of captain-lieutenant colonel (senior captain/junior lieutenant colonel).

(b) No FMF assignment within the last 5 years.

(c) Minimum 2 years time on station (TOS) in current assignment.

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(d) Able to complete at least one 2-year tour of duty after completion of an FMF tour.

(e) Have not failed of selection to the next higher grade.

(f) Selected for career designation on the AR program.

(2) Enlisted

(a) In the grade of sergeant-gunnery sergeant (senior sergeant/junior gunnery sergeant).

(b) No FMF assignment within the last 5 years.

(c) Minimum 2 years TOS in current assignment.

(d) Able to complete at least one 2-year tour of duty after completion of an FMF tour.

(e) Have not failed of selection to the next higher grade.

(f) Selected for career designation on the AR program.

(g) Minimum length of experience (not consecutive) in current PMOS:

Sergeant - 4 years
Staff Sergeant - 5 years
Gunnery Sergeant - 6 years

b. Administration

(1) AR Marines may be ordered to the following FMF commands:

2d Marine Division
2d Force Service Support Group
2d Marine Aircraft Wing
1st Marine Aircraft Wing
1st Marine Division
1st Force Service Support Group
3d Marine Aircraft Wing
3d Marine Division
3d Force Service Support Group
I Marine Expeditionary Force
II Marine Expeditionary Force
III Marine Expeditionary Force

(2) Subsequent training assignments will be made by the applicable commanders per guidelines provided in paragraph 11c below.

(3) AR Marines assigned to the FMF tour program will not count against a unit's/organization's authorized strength.

(4) Assignments will normally be 2 years.

(5) Orders will be issued by CMC (RA). Once assigned, gaining commands will provide the following information to CMC (RAM) via Naval message within 10 days of a Marine's report date:

(a) Unit to which assigned.

(b) Billet title/function.

(6) Notify CMC (RAM) if a Marine is reassigned to another unit or relieved of duties. Include CMC (RAM) as information addressee on correspondence related to an AR Marine's status (e.g., casualty/serious incident reports, hospitalization, legal processing, etc.).

(7) AR Marines assigned to the FMF tour program will be Aligned to Headquarters Marine Corps structure in an AR training category.

(8) There is no intent to backfill an AR Marine assigned to the FMF tour program with a Marine of similar grade/MOS unless such an assignment is consistent with AR training requirements.

c. Assignment Guidelines. Gaining commands are directed to comply with the following general assignment guidelines. These guidelines are only provided to ensure that assignments are consistent with the training intent of the FMF tour program, and are not designed to constrain Commanders' assignment discretion. The total numbers of officers/enlisted personnel assigned to this program will vary based on AR training requirements.

(1) Officers

(a) Assign to duties appropriate to grade/MOS/experience/education.

(b) Consistent with the FMF tour program's intent to provide operational experience to AR Marines, assignments should be to the lowest level unit possible appropriate to an AR member's grade. Staff/command assignments are at the commander's discretion.

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(c) Assignments to deploying units are encouraged. No assignments to the Fleet Assistance Program (FAP) will be made.

(2) Enlisted personnel

(a) Assign to duties consistent with a Marine's PMOS and Grade. No "B" type billet (e.g., career planner) or FAP assignment will be made.

(b) Assign to the lowest level unit possible consistent with a Marine's grade/MOS.

12. Release from Active Duty

a. Enlisted AR Marines applying for selection to warrant officer will compete in a separate AR category. AR warrant officer requirements will determine the number and types of warrant officers selected. Enlisted AR Marines may apply for SMCR warrant officer requirements. Those who are selected for any non-AR warrant officer requirements will be released from the program no later than the first day of the seventh month following the release of the board results or EAS, whichever is sooner. This release from active duty will be considered voluntary.

b. A new accession whose AR billet assignment requires career transition and retraining in another MOS, and who fails to qualify for or to complete such training, will be released from the AR program. Such release will be on the first day of the fourth month following failure to qualify for the additional MOS or EAS, whichever is sooner. The Marine may be retained on the AR program if another appropriate AR billet assignment for which the individual is qualified, is available.

c. An incumbent officer on the AR program who has attained 18 years active duty will be retained for a period of at least 2 years per 10 U.S.C. § 12646(e) and § 12686. The officer shall not be retained for 2 years to qualify for retirement with pay under 10 U.S.C. § 1293, § 6323, or § 6330 if during that time, the individual exceeds the age at which transfer from the active status list or discharge is required as addressed by 10 U.S.C. § 12646(e).

d. Per 10 U.S.C. § 1176(b), the same tenure (sanctuary) protection afforded to officers under the law is provided to enlisted members who have completed at least 18 but less than 20 years of active service for retirement eligibility purposes. Unless other specific statutory or regulatory authority is applicable, enlisted Marines who meet these provisions may not be discharged, denied reenlistment or transferred from an active status without their consent.

e. Non-career designated AR officers and limited tour AR officers serving on active duty shall be released from active duty upon expiration of active service, as specified in the active duty agreement under which serving.

f. There are no approved general officer billets in the AR competitive category. An AR colonel who desires to compete for the grade of O-7 must be released from active duty in the AR program at least 60 days prior to the convening date of the Reserve general officer promotion board.

g. Commissioned officers in the grade of captain and below and warrant officers below the grade of chief warrant officer 4 on active duty in the AR program who twice failed of selection to the next higher grade will be released from active duty or retired, if qualified, no later than the first day of the seventh month following the release of the board results per 10 U.S.C and references (d), (i), and (m).

(1) Captains who have twice failed of selection to major may be retained in the MCR if granted continuation on the Reserve Active Status List (RASL) by a board convened under 10 U.S.C. §14101 (b) and §14701.

(2) Captains who have twice failed of selection to major may be continued on the RASL following release from active duty until the officer has been considered twice in the above zone for promotion in the unrestricted (other than AR) competitive category.

(3) Captains who have twice failed of selection to major and chief warrant officer 2's who have twice failed of selection to chief warrant officer 3, who have been released from active duty, may apply for enlistment in the Active component Marine Corps or MCR subject to the provisions of reference (n).

h. Reserve officers in the grade of chief warrant officer 4 on active duty in the AR program who twice fail selection to chief warrant officer 5 may be selectively continued until completion of 20 years active federal military service, provided their performance remains satisfactory, unless otherwise directed by statute or service policy.

i. Sergeants on active duty in the AR program who twice fail selection to the next higher grade will be released from active duty or retired, if qualified, no later than the first day of the seventh month following approval of the results of the selection board. Unless retired, a member released from active duty may serve in the

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Ready Reserve until his or her ECC. A sergeant who twice fails selection to the next higher grade will not normally be reenlisted or extended in the Marine Corps Reserve unless they fall within the sanctuary zones described in paragraph 12c of this Order.

j. Sergeants who twice fail selection for promotion, as well as former staff noncommissioned officers who have been reduced to the grade of sergeant or below, may apply to the CMC (MMSR-5) for discharge per reference (m).

k. Officer and enlisted AR members requesting early release must meet all conditions outlined in chapter 6 of reference (d) and enclosure (2) of reference (m). Requests for early release will be submitted to the CMC (RA) via the chain of command.

l. Separation from the RC due to unsatisfactory performance or misconduct is governed by references (d) and (m). Separation authorities will ensure that the CMC (RA) is on the distribution list for enlisted personnel separation letters when an AR Marine is separated.

m. The conditions applicable to the payment of separation pay to AR Marines are contained in references (o) and (p).

n. Members of the AR program shall be released from active duty and retired, discharged, or removed from active status per references (d) and (m) upon completion of the total number of years as listed below:

<u>Grade</u>	<u>Years Commissioned Service</u>
Colonel	30
Lieutenant Colonel	28
Major	20*

<u>Grade</u>	<u>Qualifying Years of Service</u>
Warrant Officer	30**

<u>Grade</u>	<u>Active Years of Service</u>
Master Gunnery Sergeant	30***
Master Sergeant	27***
Gunnery Sergeant	22***
Staff Sergeant	20***
Sergeant	13***
Corporal and below	8***

*In order for the above service limitations to be effective the officer must also have been twice passed for promotion to the next higher grade. An officer who has failed of selection to the next higher grade for the second time will be removed from the RASL on the first day of the month in which the officer completes the appropriate years commissioned service.

** Except for CWO-4's, a Reserve Warrant Officer who twice fails selection to a higher grade is subject to separation with less than 30 years qualifying service per reference (m).

*** No enlisted grade will exceed 30 total years of service unless they fall within the provisions of paragraph 11c of the Order. For example, a master sergeant who has 24 years active service and 30 years total service will be discharged from the United States Marine Corps Reserve or voluntarily retired with pay at that time.

13. Field Grade Officer Selective Early Release from Active Duty (SERAD) Board

a. AR field grade officers are subject to release from active duty when selected by a CMC (M&RA) directed SERAD board per subparagraph 13(b) of this Order.

b. When required, the CMC (M&RA) will convene SERAD boards which shall recommend the early release from active duty of AR officers in the grades of major, lieutenant colonel, and colonel. Specific procedures governing the convening of SERAD boards, including the number of officers in each field grade that will be considered by a particular SERAD board, will be established by the CMC (M&RA).

(1) Normally, majors and lieutenant colonels will become SERAD-eligible when they attain 3 years service-in-grade, and colonels shall become SERAD-eligible when they attain 2 years service-in-grade.

(2) Any officer who is selected for early release from active duty as a result of the action of a SERAD board, and who is not on the promotion list, will be released from active duty by the end of the fiscal year for which that SERAD board was convened. If required, involuntary release will be deferred to enable the officer to qualify for retirement with pay. Such deferment will end on the earlier of either:

(a) The first day of the month following the month in which the officer qualifies for retirement with pay. This provision applies to officers selected for SERAD who are within two years of becoming retirement eligible as of the end of the fiscal year in which the SERAD board is convened.

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(b) The day on which the officer must be removed from an active status. The officer will then be given the opportunity to request transfer to the Retired Reserve or be honorably discharged.

14. Enlisted retention beyond 20 years active federal military service

a. Reserve enlisted Marines in the grades of gunnery sergeant and above may be selectively continued on active duty in the AR program beyond 20 years of active federal military service, consistent with AR program requirements. Enlisted AR Marines not selected for retention beyond 20 years of active federal military service may voluntarily request retirement or will be released from active duty or discharged at their EAS. Enlisted AR Marines will be retained beyond 20 years of active Federal military service under the following conditions:

(1) The Marine possesses an MOS that is critically short of AR program requirements, and a qualified replacement is not available within a reasonable period (normally 6 months).

(2) The Marine's retention is consistent with AR program requirements, strength requirements (both grade and MOS/OccFld), statutory and regulatory requirements, and the needs of the Marine Corps.

b. Reserve enlisted personnel who are selected for promotion and who are not selected for continuation beyond 20 years active Federal military service may be granted time-in-grade waivers to permit their voluntary retirement at their select grade on the first day of the month in which he or she is to retire.

15. Entitlements. Reservists in the AR program are generally Entitled to the same benefits as active duty personnel serving in the AC. Specific individual entitlements are determined under current directives.

16. Reemployment Rights. Generally, a person who enters the AR program for 4 years or less and is subsequently honorably discharged or released from active duty under honorable conditions will be entitled to restoration or reemployment to their former civilian job. Additional assistance in this area can be obtained from the National Committee on Employer Support of the Guard and Reserve, at 1 (800) 336-4590.

17. Action

a. The CMC (M&RA) will:

(1) Ensure all AR policy statements embodied within this Order are consistent with directives promulgated by higher authorities.

(2) Program and budget for Reserve personnel in the AR program.

(3) Validate, and manage AR structure pursuant to the requirements of 10 U.S.C. 10211, 12301(d), and 12310 as appropriate. Validation procedures for all AR billets will include periodic audits of funded billets and review of unfunded billets on T/O's. An AR billet description must clearly comply with the criteria established in applicable sections of 10 U.S.C. for the requirement to be validated.

(4) Establish funding levels and staffing goals for the AR program.

(5) Provide AR program manpower planning.

(6) Solicit applications and assign selectees to AR billet assignments by issuing active duty orders.

(7) Approve/disapprove all AR reenlistments and requests for waivers.

(8) Approve/disapprove assignments/extensions for officers and enlisted personnel.

(9) Designate which AR billets are limited tour billets and those considered career force billets.

(10) Offer incumbents filling career force billets the opportunity to apply for career designation at the appropriate time, and screen applicants for such designation.

b. Commanding generals, commanding officers, and officers in charge will:

(1) Ensure all Active Duty and Ready Reserve personnel are familiar with this Order and with the opportunities for selection and assignment available under the AR program.

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(2) Ensure all personnel selected and assigned to AR billets authorized under 10 U.S.C. 10211, 12301(d), and 12310 are reported in MCTFS by T/O and line number per instructions contained in reference (q).

(3) Report in MCTFS the basic MOS for those newly selected accessions in the AR program whose PCS orders reflect a new Military Occupational Specialty.

(4) Ensure that Marines selected for accession in the AR program are reported to MCTFS using TTC: 881 000 prior to the Marine executing his/her PCS orders. Report component code B1, B2, B3, B4 or, K6 only from the PCS orders. Failure to accomplish this will result in the Marine experiencing pay problems after reporting to new PDS.

(5) When deemed appropriate, submit requests for new AR billets. Requests will be submitted per the outlines of this Order and reference (r).

(6) Ensure all Marines selected for the AR program are administratively processed in a timely and accurate manner per reference (q).

18. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

D. M. MIZE
By direction

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FM CMC WASHINGTON DC//RAM-1//
TO ALMAR
BT
UNCLAS//N01001//
ALMAR 169/97
MSGID/GENADMIN/CMC RAM-1//
SUBJ/MCO 1001.52H AMPLIFYING INSTRUCTIONS TO THE ASSIGNMENT OF
ACTIVE RESERVE (AR) MARINES WITHIN AN MCC//
POC/LTCOL K.S. PLATO/-/PRIPHN:DSN 224-1761/-/-/SECPHN:1-800-222-9311
/-//
RMKS/1. PURPOSE. THIS SUPPLEMENTAL GUIDANCE IS APPLICABLE TO MARCOR
ACTIVITIES ON PCN 10200135900 DISTRIBUTION.
2. THE FOLLOWING AMPLIFYING INSTRUCTIONS ARE EFFECTIVE IMMEDIATELY.
3. ASSIGNMENT PROCESS. COMMANDERS ARE NOT AUTHORIZED TO REASSIGN
ACTIVE RESERVE MARINES OUTSIDE THEIR LAWFUL ROLE OF PROVIDING
SUPPORT TO THE RESERVE COMPONENT.
A. IN THAT REGARD, SINCE THE MISSION OF MARINE FORCES RESERVE
(MARFORRES) AND ITS MAJOR SUBORDINATE COMMANDS IS TO TRAIN AND
ADMINISTER TO THE RESERVE COMPONENT, THE COMMANDER MARFORRES AND THE
COMMANDING GENERALS OF THE 4TH MARINE DIVISION, 4TH MARINE AIRCRAFT
WING, 4TH FORCE SERVICE SUPPORT GROUP, MARINE CORPS RESERVE SUPPORT
COMMAND, I MEF AUGMENTATION COMMAND ELEMENT (MACE), AND II MACE,
AND THEIR SUBORDINATE COMMANDERS, ARE AUTHORIZED TO REASSIGN AR
MARINES WITHIN THEIR MONITOR COMMAND CODE (MCC) AS JUDGED APPROPRIATE
BY THE COMMANDER TO ACCOMPLISH THE UNIT'S MISSION.
B. COMMANDERS OF UNITS OTHER THAN THOSE UNDER COMMARFORRES ARE
AUTHORIZED TO REASSIGN AR MARINES WITHIN THEIR MCC ONLY WITH PRIOR
APPROVAL FROM CMC (RA).
4. FILING INSTRUCTIONS. FILE THIS MESSAGE IMMEDIATELY AFTER PG 11 OF
MCO 1001.52H//
BT

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is unlimited.

PCN 10200135901

MARADMIN 471/07

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Date signed: 08/06/2007 MARADMIN Number: 471/07

Subject: CHANGE 2 TO MCO 1001.52H ACTIVE RESERVE (AR) SUPPORT TO THE RESERVE COMPONENT (RC)

UNCLAS 031339Z

AUG 07 CMCUC

AL MARADMIN(UC)

MARADMIN

MARADMIN 471/07

MSGID/GENADMIN/CMC WASHINGTON DC MRA RA//

SUBJ/CHANGE 2 TO MCO 1001.52H ACTIVE RESERVE (AR) SUPPORT TO THE RESERVE COMPONENT (RC)//

REF/A/DOC/CMC WASHINGTON DC RAM/17 DEC 1996//

NARR/REF A IS MCO 1001.52H, ACTIVE RESERVE (AR) SUPPORT TO THE RESERVE COMPONENT (RC)// POC/R. M. ROBBS/MGYSGT/RAM-2/TEL: 703-784-9120/TEL:DSN 278-9120// RMKS/

1. PURPOSE. TO PUBLISH A CHANGE TO REF A AND PROVIDE GUIDANCE ON POLICY CHANGE CONCERNING DATE OF RANK (DOR) ADJUSTMENT FOR NEW ENLISTED AR ACCESSIONS PRIOR TO THE RELEASE OF REF REVISION.
2. BACKGROUND. CURRENT ACCESSION POLICIES FOR BOTH THE ACTIVE AND RESERVE COMPONENTS ADJUST THE DOR DEPENDING UPON THE LENGTH OF BROKEN SERVICE. HISTORICALLY, ENLISTED MARINES HAVE BEEN ACCESSIONED ONTO THE AR PROGRAM AT THEIR CURRENT GRADE AND DOR WITHOUT REGARD TO AMOUNT OF ACTIVE SERVICE. THIS PRACTICE HAS HAD AN ADVERSE IMPACT ON AR PROMOTIONS. WITH THE ESTABLISHMENT OF THIS POLICY CHANGE, HQMC WILL BE ABLE TO PROPERLY SHAPE THE AR ENLISTED INVENTORY TO MEET ESTABLISHED TIME IN SERVICE PROMOTION TARGETS AND IMPROVE AR PROMOTION OPPORTUNITIES.
3. ACTION. EFFECTIVE IMMEDIATELY, INSERT THE FOLLOWING PARAGRAPH AS 6.(E) OF THE REF. "E. DATE OF RANK (DOR) ADJUSTMENT FOR ENLISTED MARINES JOINING THE ACTIVE RESERVE (AR) PROGRAM. THE DOR FOR ALL ENLISTED AR ACCESSIONS WILL BE ADJUSTED AS DEFINED BELOW.
 - (1) PRIOR ACTIVE COMPONENT MARINES, THE FOLLOWING RULES APPLY:
 - (A) MARINES WHO HAVE BEEN DISCHARGED FROM THE ACTIVE COMPONENT 89 DAYS OR LESS RETAIN THEIR CURRENT DOR.
 - (B) MARINES WHO HAVE BEEN DISCHARGED FROM THE ACTIVE COMPONENT 90 TO 180 DAYS RETAIN HALF TIME IN GRADE FROM DOR.
 - (C) MARINES SEPARATED FROM THE ACTIVE COMPONENT MORE THAN 180 DAYS PRIOR TO ACCESSION INTO THE AR, REFER TO THE FOLLOWING PARAGRAPH.
 - (2) RESERVE COMPONENT MARINES (SMCR/IRR), THE FOLLOWING RULES APPLY:
 - (A) RESERVE STAFF SERGEANTS WITH LESS THAN 8.5 YEARS OF ACTIVE SERVICE, DOR WILL BE THE DATE OF ACCESSION TO THE AR PROGRAM.
 - (B) RESERVE STAFF SERGEANTS WITH MORE THAN 8.5 YEARS OF ACTIVE SERVICE RETAIN HALF TIME IN GRADE FROM DOR.
 - (C) RESERVE SERGEANTS WITH LESS THAN 4 YEARS OF ACTIVE SERVICE, DOR WILL BE THE DATE OF ACCESSION INTO THE AR PROGRAM.

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(D) RESERVE SERGEANTS WITH MORE THAN 4 YEARS OF ACTIVE SERVICE WILL RETAIN HALF OF THEIR TIG.

(E) RESERVE CORPORALS WITH LESS THAN 2 YEARS OF ACTIVE SERVICE, DOR WILL BE THE DATE OF ACCESSION INTO THE AR PROGRAM.

(F) RESERVE CORPORALS WITH MORE THAN 2 YEARS OF ACTIVE SERVICE WILL RETAIN HALF OF THEIR TIG.

(G) RESERVE LANCE CORPORALS AND BELOW DOR WILL BE THE DATE OF ACCESSION TO THE AR PROGRAM.

(3) REVERSION OF STATUS. IF A MARINE WAS ACCESSED TO THE AR WITH AN ADJUSTED DOR AND IS SUBSEQUENTLY RELEASED FROM THE AR, WITHOUT BEING PROMOTED OR REDUCED IN RANK, THE MARINE WILL HAVE THEIR ORIGINAL DOR RESTORED UPON SUCH RELEASE."

4. THIS MARADMIN IS APPLICABLE TO THE MARINE CORPS RESERVE.//